



# NEWARK POLICE DEPARTMENT GENERAL ORDER

**SUBJECT:****Transparency Policy****GENERAL ORDER NO.****2013-03****SUPERCEDES:****New****DATED:****July 8, 2013****SECTION CODE:****S-3****I. Purpose**

The purpose of this policy is to affirm the commitment in continuing to develop positive relations between the Newark Police Department and the community. It is a fundamental principle that the public's trust and cooperation is essential to the Newark Police Department's effectiveness. This symbiotic relationship elevates and solidifies the legitimacy of the department. The Department cannot prevent future crimes without commitment and cooperation from the community and conversely, the community cannot create an atmosphere of stability and safety without the department's efforts. Essentially, the police are the community and the community is the police. It is therefore imperative that the actions of the department be as public and transparent to the community as possible. Transparency is the clear and simple act of sharing information. The Newark Police Department is committed to the transparent information sharing process. The enormous positive impact on police image in the eyes of the community will foster greater cooperation and provide a greater measure of accountability.

**II. Policy**

It is the policy of the Newark Police Department to gain public trust and confidence through transparency of police work. Public confidence is essential to effective policing and this confidence can be gained through information sharing. Maintaining strong ties between the Newark Police Department and the community is of paramount importance in keeping the City safe.

**III. Procedure**

The Newark Police Department shall, on a monthly basis, post on the official Newark Police website a statistical report for the following activity:

1. Field Inquiry Reports
2. Use of Force Reports
3. Internal Affairs Data

This information shall be supplied to the Detective Bureau/Criminal Intelligence Section by the Office of Professional Standards. The data shall be received by the tenth of every month and posted on the Newark Police website by the fifteenth of every month. The data reported shall be for the prior month and year-to-date figures shall also be maintained.



# NEWARK POLICE DEPARTMENT GENERAL ORDER



The Office of Professional Standards shall also forward a copy of the data to the Office of the Police Director quarterly. The Office of the Police Director shall prepare a report to the Mayor and a copy forwarded to the Business Administrator.

## **IV. Data Collection**

- A. In accordance with the Newark Police Department's longstanding practice of recording data on all stops to individuals made, in its Field Inquiry Reports and Use of Force Reports, the Newark Police Department affirms its commitment to continuing the development of positive relations between the Newark Police Department and the community, and will continue to record the following information:
1. The date, time, location and police sector of the stop;
  2. The perceived race, gender, and age of the person being stopped, provided that the identification of these characteristics shall be based on the observations and perceptions of the Newark Police Department officer making the stop and the information shall not be requested of the person stopped, unless otherwise required by law;
  3. An explanation of the reason for the stop;
  4. Whether a frisk of the individual took place as a result of the stop, and an explanation of the legal justification for the frisk;
  5. Whether a search (beyond a frisk) of the individual or, if applicable, the vehicle, took place as a result of the stop, and an explanation of the legal justification for the search;
  6. The scope of any search conducted;
  7. Whether any contraband was discovered or seized in the course of the search, and if so, the nature of the contraband;
  8. The disposition of the stop, such as a warning, a summons, or an arrest;
  9. If a summons was issued or an arrest made, the violations, offenses, or crimes charged;
  10. Whether any force was used during the stop, frisk, or search, and the type of force used;
  11. The name and badge number of all Newark Police Department officers involved; and
  12. The name and badge number and agency of any other law enforcement officials involved.



# NEWARK POLICE DEPARTMENT GENERAL ORDER



## V. Reporting

- A. The following information shall be made available to the public regarding the Newark Police Department's **Field Inquiry Reports**:
1. The total number of stops, frisks, and searches citywide;
  2. The number of stops, frisks, and searches for each police sector;
  3. A breakdown of the number of stops, frisks, and searches by race, gender, age, limited English proficiency and interpretive assistance, and students for each police sector;
  4. The number of individuals who received a summons or were arrested as a result of a stop in each police sector;
  5. A breakdown by race, gender and age of the individuals issued a summons or arrested as a result of a stop in each police sector;
  6. An explanation of the reason for the stop, frisk, or search for each police sector;
  7. The number of frisks and searches, in each police sector, which resulted in the discovery of contraband, and the specific contraband found, broken down by race, gender, age and legal justification.
- B. The following information shall be made available to the public regarding Newark Police Department's **use of force reports**:
1. Total number of Use of Force incidents and a description of the force used therein;
  2. Total number of officers involved;
  3. Number of officers injured, hospital, killed;
  4. Number of suspects injured, hospital, killed;
  5. Breakdown of suspect gender and race;
  6. Breakdown of suspect actions.



# NEWARK POLICE DEPARTMENT GENERAL ORDER



- C. The following information shall be made available to the public regarding the Newark Police Department's **Internal Affairs Data**:
1. Number of Citizen Complaints Received
  2. Number of Citizen Complaints:
    - a. Sustained
    - b. Administratively Closed
    - c. Exonerated
    - d. Not Sustained
    - e. Unfounded
  3. Number of Departmental Complaints Received
  4. Number of Departmental Complaints
    - a. Sustained
    - b. Administratively Closed
    - c. Exonerated
    - d. Not Sustained
    - e. Unfounded
  5. Advocate Unit shall provide:
    - a. Number of hearings held.
    - b. Number of Officers disciplined
    - c. Types of Discipline (total reprimands, total suspension days, total terminations, etc...)

## VI. Command Responsibilities

- A. The Commander of the **Advocate Unit** shall be responsible to ensure the required summary information is forwarded to the Office of Professional Standards by the fifth of every month.
- B. The Commander of the **Office of Professional Standards** shall be responsible to ensure the required summary information is forwarded to the Detective Bureau/Criminal Intelligence Section by the tenth of every month.



# NEWARK POLICE DEPARTMENT GENERAL ORDER



- C. The Commander of the **Office of Professional Standards** shall be responsible to ensure the summary information is forwarded to the Office of the Police Director on a quarterly basis. This summary information will then be forwarded to the Office of the Mayor and a copy to the Business Administrator.
- D. The Commander of the **Detective Bureau/Criminal Intelligence Section** shall ensure the required summary information is posted on the Newark Police Website by the fifteenth of every month.

BY ORDER OF:

SAMUEL A. DEMAIO  
POLICE DIRECTOR

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